

Privacy Policy

Dyslexia Assessments Haywards Heath provides dyslexia assessments for children aged 8-16.

Data Protection Officer: Sabrina Kennedy (Data Protection Registration Number - ZB324676)

Privacy Policy last updated: May 2025

Overview

At *Dyslexia Assessments Haywards Heath*, I am committed to respecting your privacy and protecting any personal information you provide. Any data shared with me—whether via email, my website, text message, phone, or post—is handled with the utmost care and confidentiality.

As an independent assessor, I operate in full compliance with the UK General Data Protection Regulation (UK GDPR) (gov.uk/data-protection).

All personal data is collected and used solely for the purpose of providing the services you have requested. I do not share your information with third parties unless you have given your explicit consent to do so—for example, when sharing assessment reports with schools or other professionals at your request. You have the right to request access to the information I hold about you, as well as to request corrections or deletion of your data. For any such requests, please contact me directly as the Data Protection Officer.

Dyslexia Assessments Haywards Heath is registered with the Information Commissioner's Office (ICO) and I fully adhere to the principles outlined in the Data Protection Act.

What Data I Collect

I may collect and store the following information, either in paper or electronic form:

- Full name and title
 - Date of birth
 - Gender
 - Home and/or work address
 - School or educational institution
 - Email address
 - Phone number
 - Relevant medical history
 - Educational background, previous assessment reports, strengths and learning challenges
 - Payment and billing details
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Why I Collect Your Information

I collect personal data to:

- Communicate with you in response to your enquiries
- Deliver the services you've requested
- Provide ongoing support and follow-up
- Process payments

- Fulfil legal obligations for record-keeping and compliance
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How I Store Your Data

Assessment reports are stored electronically and retained in accordance with legal and professional guidelines. Currently:

- Reports for individuals under 18 are retained electronically until their 25th birthday
- Test papers are stored in a lockbox in a secure room, and destroyed after 12 months
- Background questionnaires are stored electronically with the reports

All sensitive information is password protected and securely stored.

Your Rights Under GDPR

You have the right to access the personal data I hold about you and request corrections or erasure. Full details of your rights can be found on the [ICO website](#).

Withdrawing Consent

You may withdraw your consent for me to hold or process your personal data at any time, verbally or in writing. Please note that certain information may need to be retained for legal and financial compliance.

Questions or Complaints

If you have any questions, concerns, or complaints regarding your data, please contact me directly. I take all queries seriously and aim to respond promptly and professionally.

Policy Updates

This privacy policy may be updated from time to time. Any changes will take effect immediately upon being published on my website.